

Nebraska School Counseling Program Audit

FOUNDATION

Beliefs & Benefits

Criteria	None	Plan in Progress	Plan Completed	Implemented
Indicates an agreed upon belief system about the ability of every student to achieve				
Identifies who benefits from a comprehensive school counseling program				
Addresses every student's right to a school counseling program				
Program is developmental, focused on prevention and strengths based				
Identifies who is to be involved in the delivery of program activities				
Identifies who will plan and manage the program				
Defines how the program will be evaluated				
Establishes program as integral to school's educational mission				

Mission Statement

Criteria	None	Plan in Progress	Plan Completed	Implemented
There is a written mission statement				
Written for all students				
Indicates the content to be learned				
Integral to the vision, goals and mission of the local district and state				
Indicates the long term results for all students				

National/Nebraska/Local Standards & Competencies: Essential Learnings/Goals/Standards

Criteria	None	Plan in Progress	Plan Completed	Implemented
Written K-12 for the entire district				
Includes 3 domains: academic, career, personal/social development				
Reflect national, state and local criteria				
Identifies a framework for organization for counseling program lessons and activities				
Identifies the developmental structure for K-12 program and what is to be measured				

National/Nebraska/Local Standards & Competencies: Competencies/Indicators

Criteria	None	Plan in Progress	Plan Completed	Implemented
Directly relate to career, academic, personal and social development standards				
Specified for each grade level and developmentally appropriate				
Priority selection for the year is based on data and are measurable or observable				
Direct relationship between the counseling program mission, school's educational mission and expected student results				

Policy

Criteria	None	Plan in Progress	Plan Completed	Implemented
The school counseling program has been approved by the school district's board of education				

Source Adapted From the ASCA National Model

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 School Year: _____ Date Completed: _____

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DELIVERY SYSTEM

Curriculum

Criteria	None	Plan in Progress	Plan Completed	Implemented
Has been adopted based on data, research and needs				
There are sufficient materials, facilities and resources for the delivery system				
All students receive curriculum in a systemic way				
Content is measurable by pre-post tests, product creation or other appropriate methods				
Effectiveness of curriculum is evaluated annually				
Curriculum priorities are a result of data driven decisions				

Responsive Services

Criteria	None	Plan in Progress	Plan Completed	Implemented
Every student receives prevention education addressing life choices within the 3 program domains				
Students are assisted in solving immediate problems interfering within 3 program domains				
A referral plan and referral resource is available and used				
Individual and small group is available				
A crises response plan is in place and used				
Consultation/Collaboration is used				
There is a plan for interventions when needed				

Student Planning

Criteria	None	Plan in Progress	Plan Completed	Implemented
There is a system wide approach to helping student and parents make appropriate education/career plans				
There is a system wide approach to helping student and parents understand assessment results				
Each student starting the middle grades has a long range education/career plan				
Student planning includes: individual appraisal, advisement and appropriate student placement				
A comprehensive career information system is available to students and parents to help make informed decisions for education/career plans				

System Support

Criteria	None	Plan in Progress	Plan Completed	Implemented
School Counselor professional development				
School Counselor program development				
School Improvement involvement				
Data gathering, documentation, analysis and action planning				
Parent Involvement				
Community Outreach				

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MANAGEMENT SYSTEM

Counselor/Administrator Agreement

Criteria	None	Plan in Progress	Plan Completed	Implemented
Organization and delivery of school counseling program is addressed				
Yearly goals and priorities based on data are agreed upon				
Define partnership between school counseling program and school improvement goals				
Professional development and program development plan				

Advisory Council

Criteria	None	Plan in Progress	Plan Completed	Implemented
Council chaired by School Counselor Director				
Organized with identified tasks and scheduled meetings				
Appropriate representative membership				
Meets at least 2 times a year				
Council reviews data, audits, results reports, and makes recommendations				

Use of Data

Criteria	None	Plan in Progress	Plan Completed	Implemented
Student achievement data is collected and disaggregated				
Student achievement related data is collected and disaggregated				
School counseling program standards/competencies data are collected and disaggregated				
School Counselors are accountable for monitoring progress of students				
Students have a way to check on their own progress				
Establishment of a system of monitoring, gathering and recording data				
Several variables of data disaggregation are used				
Data is systemically analyzed to determine current student status				
School Counseling competency attainment are contrasted with national standards and research				
Identified needs from the data may become priority areas to address for closing the gap activities and school improvement activities				

Action Plans

Criteria	None	Plan in Progress	Plan Completed	Implemented
Curriculum action plans are determined by the school counseling team during a planning meeting				
Action plans are aligned with the program's goals and competencies				
Action plans for all 3 domains: academic, career, personal/social development				
Plans include: Domain, standards and competency, description of lesson materials to be used, date/time to be completed. Who is responsible for delivery, how it will be evaluated. Expected result				
Plans are shared with Advisory Council and administration				
Action plans are completed in the spring for the next school year				
Written action plans are on file with director of school counseling program				

Use of Time/Calendars

Criteria	None	Plan in Progress	Plan Completed	Implemented
Program use of time follows recommendations according to research and national standards				
A time study is conducted and analyzed along with program results to determine priorities				
Counseling tasks vs. assigned non-counseling tasks are addressed with administration				
Identifies domain goals, grade levels, dates and activities				
Master calendar is published and distributed to students, staff, parents and community				
School Counselor weekly/monthly schedule is posted				

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ACCOUNTABILITY

Results Report

Criteria	None	Plan in Progress	Plan Completed	Implemented
Established timeline for reporting data on results of the program				
All students are included in the results data				
Administration is actively involved in the plan for results reporting				
Results are reported in all 3 domains: academic, career personal/social development				
Process data are collected				
Perception data are collected				
Results data are collected and disaggregated				
Immediate, intermediate and over-time data is collected and reviewed				
Results are reported to counselors, advisory council, administration and all stakeholders				
Results are analyzed and used to improve the program				

Counselor Performance Evaluation

Criteria	None	Plan in Progress	Plan Completed	Implemented
Assesses ability to understand comprehensive school counseling program				
Assesses ability to implement delivery system				
Assess ability to manage program				
Assess ability to measure results				
Assesses professional communication				
Assesses fulfillment of professional development				
Membership in professional associations				
Assesses leadership, student advocacy for systemic change				

Program Audit

Criteria	None	Plan in Progress	Plan Completed	Implemented
Program is audited yearly				
Audit addresses entire program				
Audit results are reported and determine priorities				
Audit results used in a written long range plan for program improvement				

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